

SFT Server Login and File Transfer Instructions

Accessing Files

Option 1: Web Browser

1. Open a web browser (i.e. Internet Explorer or any web browser with encryption capability).
2. Enter the URL:
 - a. Use the following URLs:
 - 1) To access the system in production, type in URL <https://sft.wa.gov/>
 - 2) To access the system in test, type in URL <https://sft-test.wa.gov/>

Option 2: Tumbleweed SFT Client

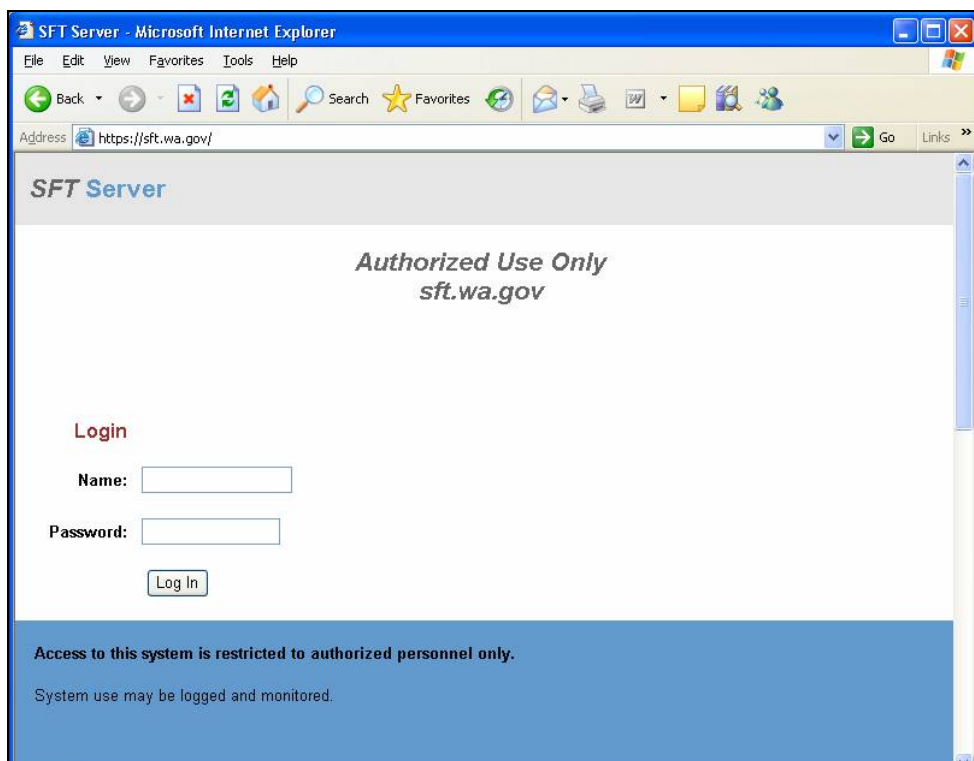
1. To use this option, a licensed copy of Tumbleweed SFT Client software must be installed.
2. Open the Tumbleweed SFT Client
3. Use the following information to connect to the SFT server:
 - a. Host name: `sft.wa.gov`

Option 3: Third Party RFC2228 Compliant SFT Client

1. To use this option, a third party RFC2228 Compliant SFT Client software must be installed.
2. Open the third party RFC2228 Compliant SFT Client.
3. Use the following information to connect to the SFT server:
 - a. Host name: `sft.wa.gov`

Logging In

With any option, the following Login page will be displayed. Use the login ID and password provided by HRMS to your Change Agent to log in. Follow the DIS protocol of using only lower case letters.



The screenshot shows a Microsoft Internet Explorer window titled "SFT Server - Microsoft Internet Explorer". The address bar displays "https://sft.wa.gov/". The page content includes the "SFT Server" logo, the text "Authorized Use Only sft.wa.gov", a "Login" section with "Name:" and "Password:" labels, input fields, and a "Log In" button. A blue footer bar contains the text: "Access to this system is restricted to authorized personnel only." and "System use may be logged and monitored."

Changing Your Password

Upon successful initial login, you must change your password. The following screen will be displayed for that purpose:

SecureTransport Change Password - Microsoft Internet Explorer

Address: <https://sft.wa.gov/>

Tumbleweed SecureTransport Logout

Welcome to SecureTransport

Password must be changed as follows:

- Password must have at least 8 characters total.
- Password must have at least 2 alpha character(s).
- Password must have at least 2 numeric character(s).
- Password must have at least 2 special character(s).

Browser users will have to reauthorize after change.

Change Password

Old Password:

New Password:

Retype Password:

Viewing the Directories

The next screen will display the two agency folders to be used for all HRMS file transfers.

- in – used for all file transfers from an agency to HRMS
- out – used for all file transfers from HRMS to an agency

Directory of /hca - Microsoft Internet Explorer

Address: <https://sft.wa.gov/hca/?T>

Tumbleweed SecureTransport Logout

Welcome to SecureTransport

Files

Name	Size [B]	Date	File Options
in		Jun 18 19:57	
out		Jun 19 00:15	

Uploading Interface Files to HRMS

IMPORTANT: The following file naming convention must be used or the file will not be processed:

NNNNNNNN_MMM_TimeStamp

Where:

NNNNNNNN is an eight digit name that uniquely identifies the interface

MMM is a three digit abbreviation that uniquely identifies the agency

YYYYMMDDHHMMSS is a Timestamp format

Interface identifier:

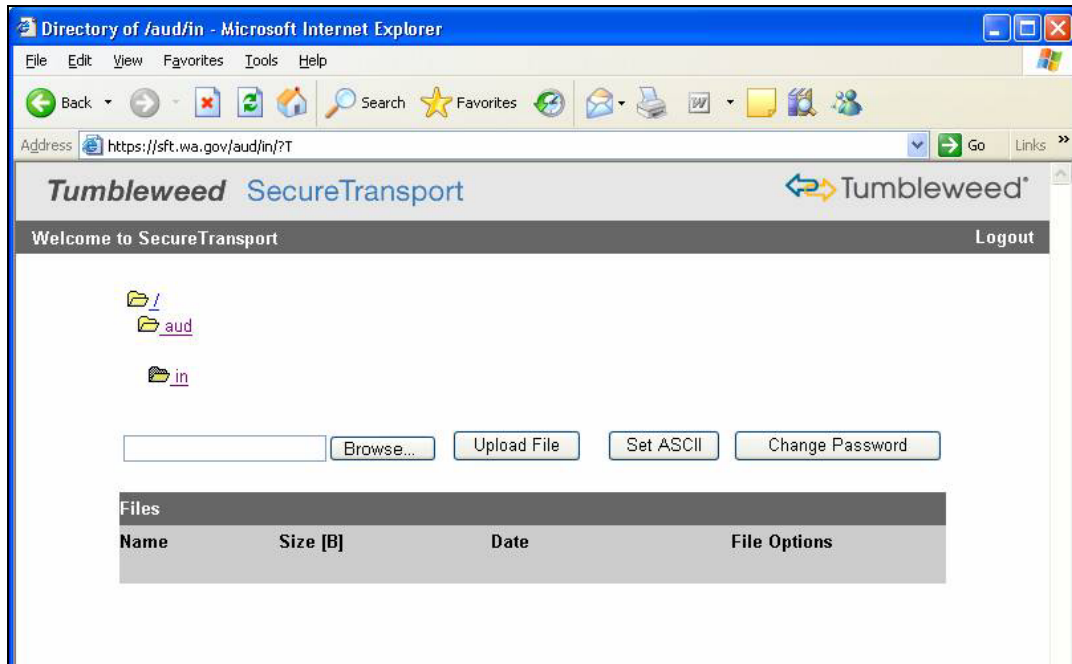
N	NN	NN	NNN
Direction:	File type:	Functional Description:	Interface
“I” for inbound	”IF” for	“PA” Personal Administrator	Number
“O” for Outbound	Interface	“PY” Payroll	
		“TM” Time Management	
		“OM” Organizational Management	
		“BN” Benefit Administration	
		“CP” Compensation	

The entire file name, including the timestamp, is supplied by the agency.

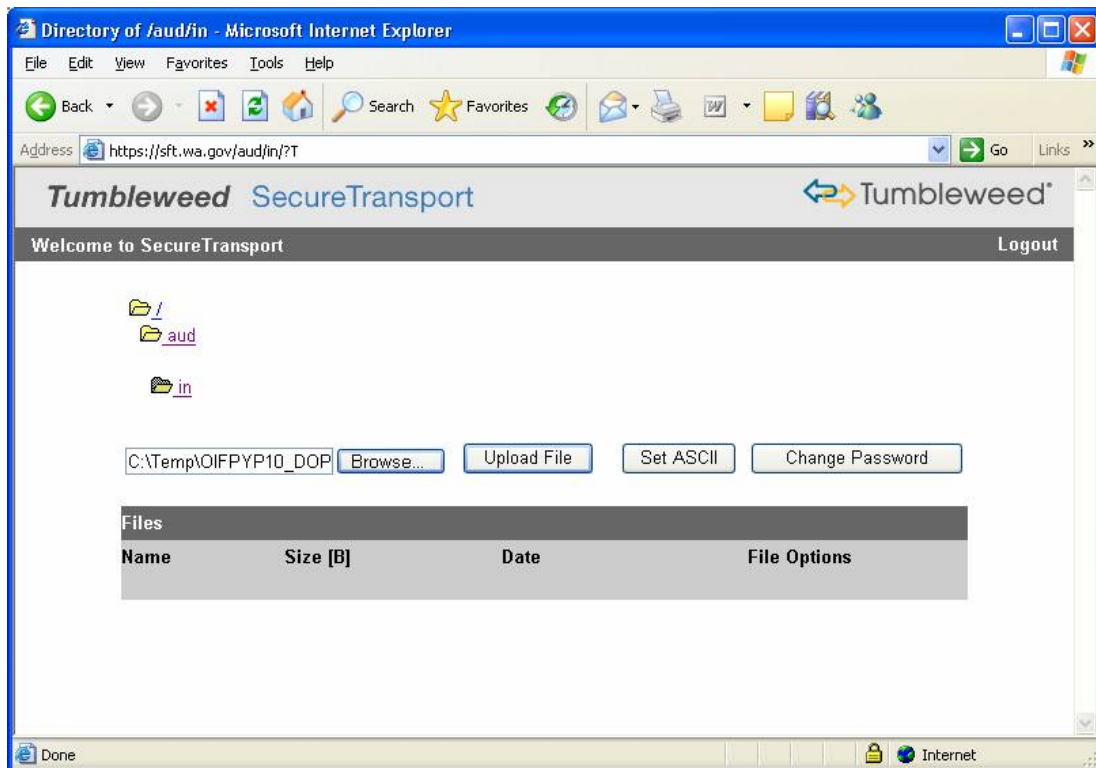
Example: IIFPY016_AGR_2003121212111111

1. To start the process of uploading a file to HRMS, click on the “in” directory to display the following screen:

HRMS Interface File Transfer

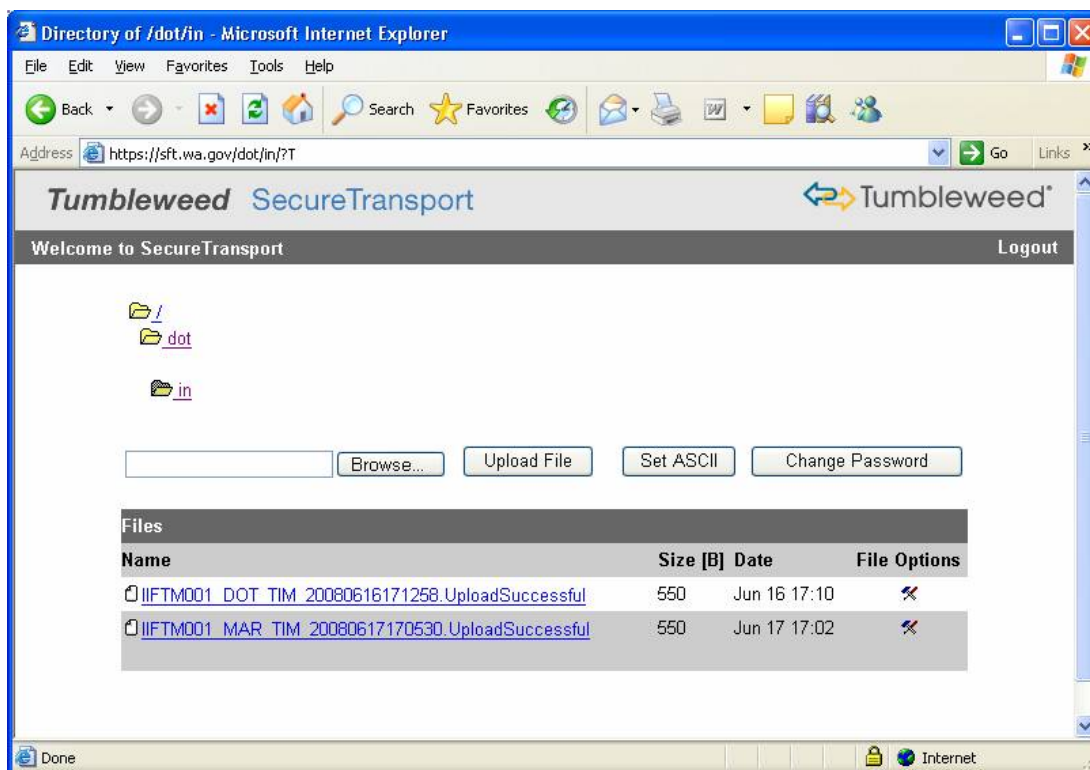


2. Click the “Browse” button. This will display the following window, which lists available files. Select the file to be uploaded and click “Open.”



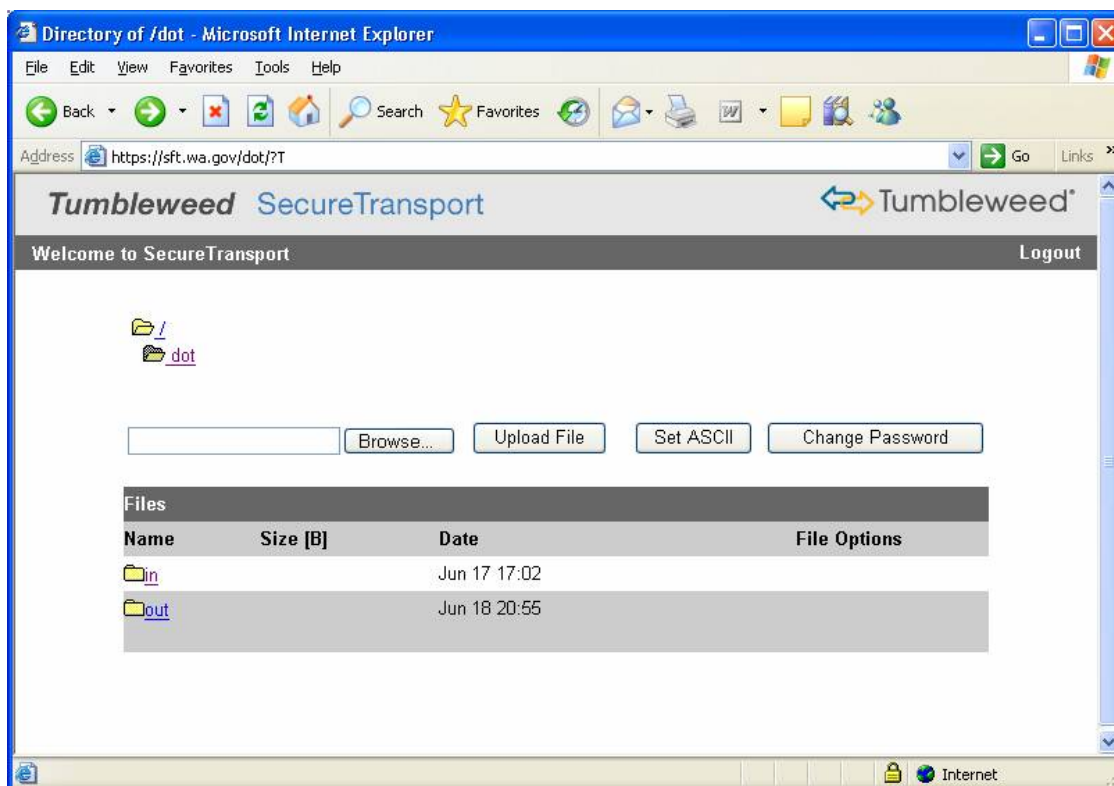
3. The selected file name will appear in the textbox to the left of the “Browse” button:

HRMS Interface File Transfer



4. Click the “Upload File” button to upload the selected file into the “in” directory. Confirmation of a successful upload will consist of an empty file with “.UploadSuccessful” appended to the original file name (see window below). Since the original file may be moved out of the “in” directory immediately, an “.UploadSuccessful” file may be the only assurance that the upload was successful. The absence of an “.UploadSuccessful” file indicates a failed upload.

HRMS Interface File Transfer

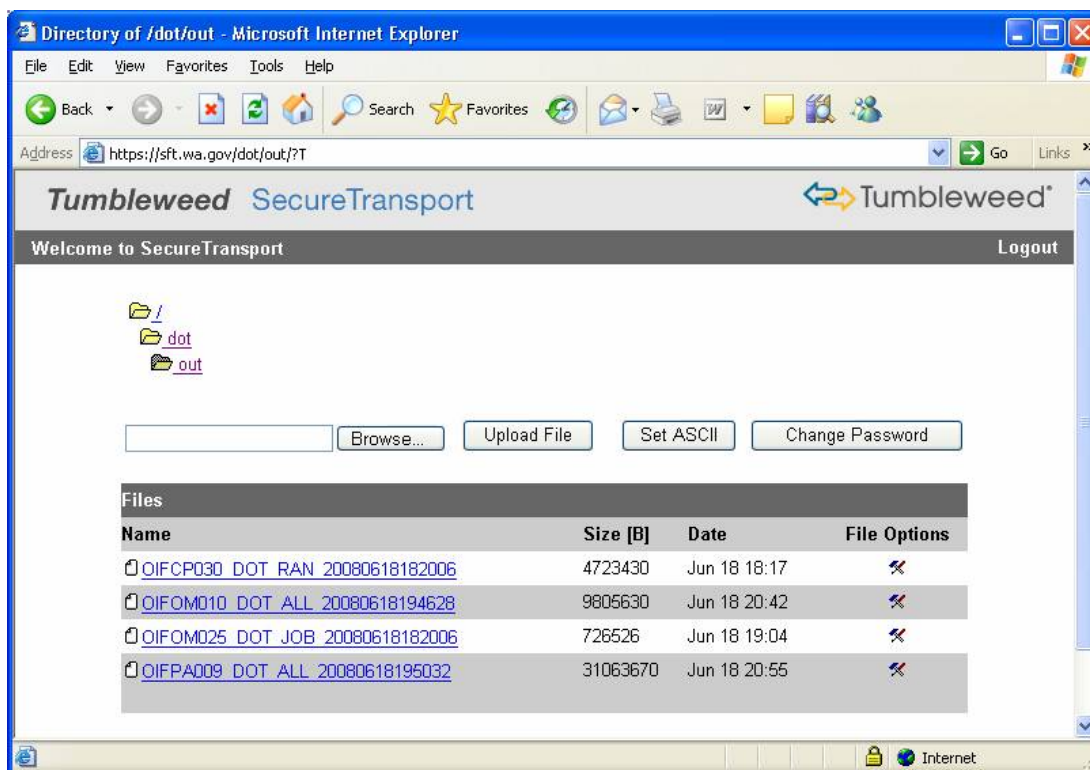


IMPORTANT: If a file is uploaded in error, contact DOP for corrective action.

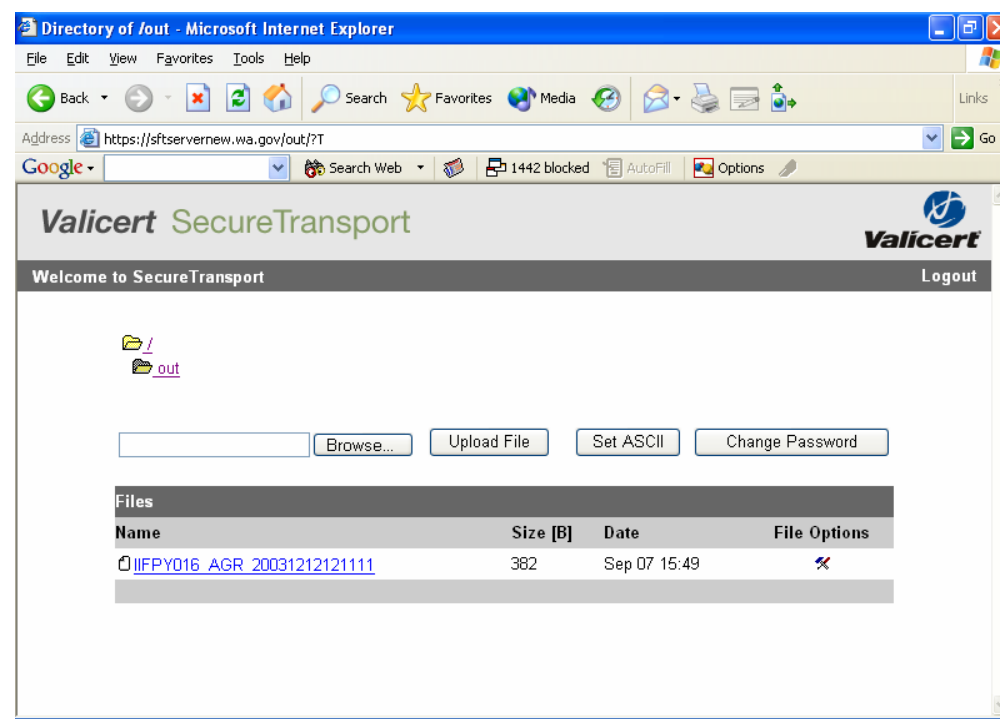
Downloading Interface Files from HRMS

1. To download a file from HRMS, start at the Directory screen that displays the two agency folders to be used for all HRMS file transfers:

HRMS Interface File Transfer

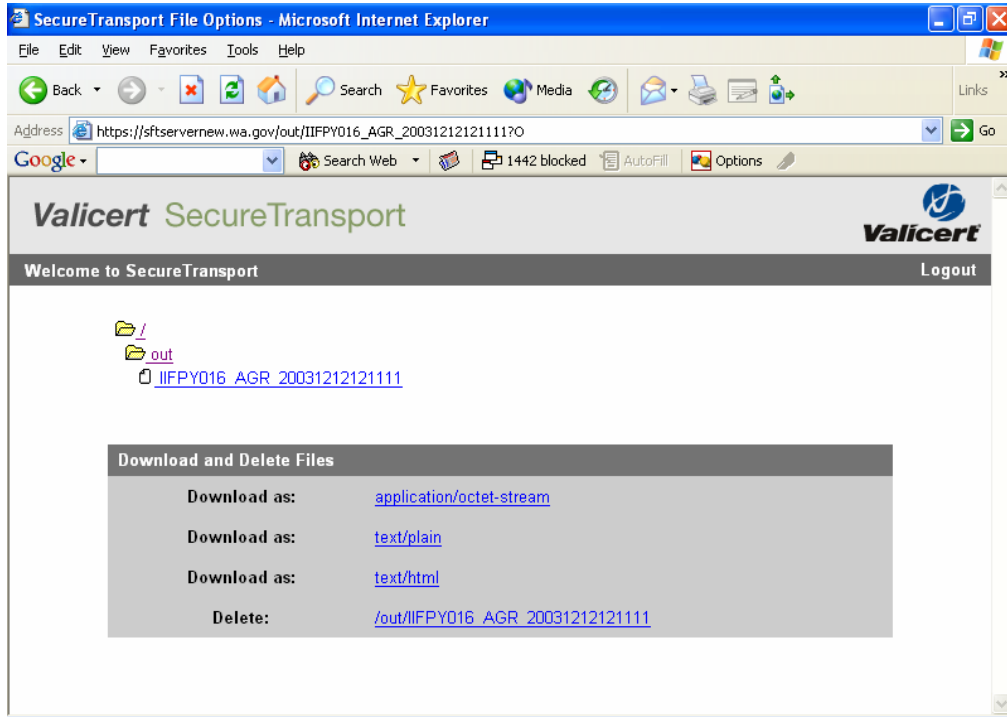


2. Click on the “out” directory to display the list of available files. The following screen will appear:



HRMS Interface File Transfer

3. Select the file to be downloaded. Click the symbol in the File Options column on the far right of the screen to display the Download and Delete Files screen:



4. The Download and Delete File screen provides the following options:
- Download as: application/octet-stream: allows the file to be saved to the destination folder or opened immediately (Appropriate software to open the documents is required. A menu of software options to select from will appear in a window on the screen.)
 - Download as: text/plain: allows file to be opened in plain text format within the browser
 - Download as: text/html: allows the file to be opened in html format within the browser
 - Delete: deletes the file from the directory
5. Click on the preferred option to either download or delete the file.